CPCCo Central Plateau Cleanup Company

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Administrative Procedure

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Emergency Preparedness Program Requirements

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Change Summary

Description of Change

Editorial change consists of updating company terminology (CHPRC to CPCCo) and referenced documents (PRC to CPCC), as well as an update to the current procedure templates, including spell check and updated table of contents.

Publication correction 09/01/21 - Include incorporated change requests into task file

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1.0 INTRODUCTION

Requirements for emergency preparedness programs at U.S. Department of Energy (DOE) sites are set forth in DOE O 151.1C, *Comprehensive Emergency Management System*. Contractors to U.S. Department of Energy (DOE) at the Hanford Site are responsible for compliance with the requirements set forth in the Contractor Requirements Document (CRD), which is included as Attachment 2 to DOE O 151.1C. The contractor is responsible for flowing down the requirements of the CRD to its subcontractors to the extent necessary to ensure compliance with those requirements.

The CRD requires contractors to integrate numerous requirements, including those requirements set forth in DOE O 151.1C, and existing statutes and regulations, into a comprehensive emergency management system. Other sources for related requirements that must be integrated include 29 U.S.C. 654(a) (which addresses occupational safety and health), 42 U.S.C. 7412(r) (which addresses hazardous air pollutants), regulations developed by DOE and other federal agencies, state and local requirements, federal interagency emergency response, and the requirements of other DOE directives addressing emergency preparedness and response-related issues. Regulatory topics related to emergency management issues include fire protection, occupational safety and health, hazardous materials management, community right-to-know, hazardous materials transport, and environmental protection.

DOE/RL-94-02, *Hanford Emergency Management Plan*, incorporates into a single document an overview of the Hanford Site emergency management program for the DOE Richland Operations Office (RL), DOE Office of River Protection (ORP), DOE Pacific Northwest Site Office (PNSO), and their respective site contractors. This procedure describes how the Hanford Site will implement the provisions of DOE O 151.1C and other applicable DOE orders in terms of overall policies and concept of operations. DOE/RL-94-02 should be used as the basis, along with DOE O 151.1C and other applicable DOE orders, for the development of specific RL/ORP/PNSO and site contractor implementing procedures.

The provisions of DOE/RL-94-02 are implemented through a set of procedures designated as DOE-0223, *Emergency Plan Implementing Procedures*. Site contractors may elect to implement the actions prescribed in DOE-0223 through contractor-specific emergency management documentation.

In addition, Hanford Site contractors are required to comply with the provisions of Washington Administrative Code (WAC) 173-303 governing the handling of dangerous wastes. Portions of DOE/RL-94-02, together with Hanford Site location-activity-specific documentation established to meet Resource Conservation and Recovery Act (RCRA) contingency plan requirements, comprise the Hanford Site contingency plan. Applicability to Hanford Site locations/activities is described in the Hanford Facility RCRA Permit, Dangerous Waste Portion, General Condition II.A.

1.1 Purpose

This Emergency Preparedness Program Requirements procedure sets forth the emergency preparedness-related requirements that are specific to the contractor and in addition to the emergency preparedness-related requirements prescribed in DOE/RL-94-02.

This document serves as a template for the Emergency Preparedness Program. This document is not intended to be a detailed, prescriptive treatise; rather, it is to be used as guidance for developing the documentation that supports the Emergency Preparedness Program.

1.2 Scope

Although every emergency is unique, the responses to different types of emergencies often have common elements. This Emergency Preparedness Program Requirements procedure addresses the elements of both emergency preparedness and response, and provides the basis for the development, implementation, and maintenance of the Emergency Preparedness Program.

1.3 Applicability

This document applies to all employees and subcontractors involved in Central Plateau Cleanup Contract (CPCC) work scope. Unless otherwise specified in this document, the requirements set forth in this document shall apply to both employees and subcontractors. Project organizations shall ensure that their areas or facilities meet the requirements of this document, as appropriate.

1.4 Implementation

This procedure is effective upon publication.

2.0 RESPONSIBILITIES

2.1 President

The company President shall establish the policy for emergency preparedness planning and promulgate it throughout the company and its subcontractors.

2.2 Vice-Presidents, Directors, and Senior Managers

Vice-presidents, directors, and senior managers within each business unit shall oversee the development, implementation, and maintenance of emergency response plans and supporting documentation, as well as the associated training and drill/exercise programs, to assure that adequate levels of preparedness and response are maintained within their designated areas of responsibility.

2.3 Managers

Managers at all levels within the company, including facility managers, shall be accountable for the implementation of applicable emergency response plans and related documentation, as well as verifying that their employees, including subcontractor employees, participate in training and drill/exercise programs, to assure that adequate levels of preparedness and response are maintained.

2.4 Manager, Emergency Preparedness

The Manager, Emergency Preparedness, shall be accountable for the development, implementation, and maintenance of the Emergency Preparedness Program and supporting documentation. The Manager, Emergency Preparedness, shall oversee the emergency preparedness-related activities of the various business units to ensure that the development, implementation, and maintenance of the Emergency Preparedness Program are standardized and coordinated. Periodic meetings (monthly preferred, quarterly at a minimum) to review status of FERO staffing, qualifications, drill scheduling, and status of key program documents and inspections will be held to implement the oversight role, .The Manager, Emergency Preparedness, shall regularly report to company management on the program’s overall effectiveness.

2.5 Emergency Preparedness Coordinators

Emergency Preparedness Coordinators shall be accountable for the development, implementation, and maintenance of the Emergency Preparedness Program and supporting documentation at their assigned facilities/areas, assuring that all applicable program requirements are addressed.

3.0 PROCESS

3.1 Programmatic Interfaces

3.1.1 DOE Richland Operations Office

DOE/RL is responsible for the development, implementation, and maintenance of a comprehensive emergency management program, which is based upon, and is commensurate with, the hazards and consequences associated with facilities, operations, and activities on the Hanford Site; offsite facilities, operations, and activities that may impact the Hanford Site; and onsite and offsite DOE/RL and DOE/ORP Transportation Emergency Preparedness Program (TEPP) activities involving the transport of radiological and non-radiological hazardous materials. This program provides the support necessary for an effective and efficient response in the event of an emergency at the Hanford Site.

DOE/RL coordinates with DOE/ORP to support the Hanford Emergency Operations Center (EOC); maintain and operate the Joint Information Center (JIC) and the EOC Shift Office; and manage the TEPP. In this capacity, DOE/RL provides support to the integration of the site contractors' emergency preparedness programs into a site-wide emergency preparedness program, including the following:

- Maintaining DOE/RL-94-02 and supporting documentation;
- Training emergency response organization personnel;
- Managing the Hanford Site Emergency Exercise Program;
- Interfacing with governmental agencies and officials, as well as other offsite organizations; and;
- Implementing and maintaining the emergency public information and public education programs.

3.1.2 Hanford Site Integration Contractor

The Hanford Site Integration Contractor provides direct support to DOE/RL in maintaining the site-wide emergency preparedness program for the three DOE offices and all contractors working at the Hanford Site. The Hanford Site Integration Contractor also provides support to the site contractors and facilities in developing and maintaining facility-level emergency response capabilities. In these capacities, The Hanford Site Integration Contractor personnel perform the following:

- Provide assistance in the interpretation of DOE requirements and Hanford Site-specific conditions;
- Develop and maintain the Integration Contractor's HMIS Hazards Survey;
- Provide technical direction to all site contractors to ensure site-wide consistency in hazards survey and Emergency Planning Hazards Assessment (EPHA) documentation, and provide technical resources to review those hazards surveys and EPHAs for DOE/RL and DOE/ORP;
- Develop and maintain DOE/RL-94-02, the DOE-0223 procedures, and Integration Contractor facility-level emergency response plans and procedures;

- Develop and conduct classroom and on-line training for emergency management professionals and individuals assigned to the facility-level emergency response organizations;
- Provide training to those individuals employed by the Hanford Fire Department (HFD) and Hanford Patrol;
- Provide annual and continuing training for those individuals designated to respond to the Hanford EOC during an emergency;
- Maintain facility-level emergency response organization proficiency;
- Maintain the Hanford EOC, and its equipment and communications systems in a 24/7 state of readiness;
- Maintain the Hanford Site Emergency Alerting System (HSEAS);
- Plan, coordinate, conduct, and evaluate at least four emergency preparedness exercises per year, including at least one involving the participation of offsite organizations;
- Coordinate the participation of the Hanford EOC, HFD, and Hanford Patrol resources in facility-level drills;
- Provide assistance to the site contractors in the conduct and evaluation of emergency preparedness drills;
- Conduct periodic assessments of emergency preparedness-related activities;
- Review for adequacy the corrective action plans submitted by the site contractors to DOE/RL and confirm that the corrective actions taken are validated upon completion;
- Develop and maintain the Emergency Readiness Assurance Plan (ERAP) for DOE/RL, DOE/ORP, and the site contractors;
- Assist DOE/RL in coordinating emergency preparedness and response activities with the surrounding counties and the states of Washington and Oregon;
- Assure compliance with National Incident Management System (NIMS) requirements;
- Maintain the site-wide transportation EPHA and procedures related to transportation activities; and
- Support DOE/HQ and DOE/RL initiatives regarding public outreach and training related to offsite transportation activities.

3.1.3 Hanford Fire Department

In addition to its firefighting duties, HFD is the designated incident command agency for control of all hazardous materials (radiological and non-radiological, chemical, and biological) incidents onsite and, as such, controls the response activities associated with the emergency, including personnel rescue.

As a 24-hour operational facility/dispatch center, HFD also monitors facility fire alarm systems, and coordinates and provides emergency medical services on the Hanford Site (see paragraph 3.1.5.1).

3.1.4 Hanford Patrol

Hanford Patrol monitors alarm systems and provides security services, including coordination of the movement of emergency response personnel through security gates, evacuation assistance, and barricade establishment, where needed. Hanford Patrol also provides emergency medical support (see paragraph 3.1.5.3, below).

If the situation is security-related, Hanford Patrol and HFD operate under a Unified Command system with Hanford Patrol having the decision-making authority regarding security-related issues.

3.1.5 Emergency Medical Support

3.1.5.1 Hanford Fire Department

HFD is the lead agency for responding to medical emergencies at the Hanford Site, including the transport by ambulance of injured or ill employees to medical facilities. If necessary, HFD will arrange for the transport by air of injured or ill employees in extreme medical situations.

HFD is also responsible for the notification and activation of any mutual aid assistance that might be needed at the Hanford Site as the result of an emergency, implementing the Hanford Incident Command System (ICS) to control major medical incidents, and requesting assistance from Hanford Occupational Health Services (HOHS) if additional emergency medical support is needed.

3.1.5.2 Hanford Occupational Health Services

HOHS is under contract with DOE/RL to provide occupational health services to Hanford Site employees during routine conditions, including medical support for chemically, biologically, and radiologically contaminated personnel. If requested by HFD, HOHS will provide additional medical support in the form of medical personnel, treatment, and facilities during emergencies.

3.1.5.3 Hanford Patrol

The Patrol Operations Center (POC), a 24-hour operational facility/dispatch center operates the site's 911 emergency response system. As part of a medical response, the POC is responsible for contacting HFD when a request for fire/emergency medical services has been received, performing emergency medical dispatch activities, contacting the HOHS on-call provider for medical incidents involving radiological or chemical exposures, and providing information regarding onsite medical emergencies to appropriate contractor organizations.

3.1.6 Sampling and Analysis Support

3.1.6.1 222S Laboratory

The Contractor managing the 222S Laboratory is under contract with the DOE/ORP to provide routine analytical chemistry services in support of the Hanford Site cleanup. During an emergency involving a plateau remediation contract facility or area, the 222S Laboratory will provide analytical chemistry services in support of the contractor, if requested.

3.1.6.2 Pacific Northwest National Laboratory

Pacific Northwest National Laboratory (PNNL) is under contract with DOE/PNSO to provide environmental monitoring and other services to DOE/RL. During an emergency involving a plateau remediation contract facility or area, PNNL will provide backup analytical services, if requested.

3.2 Process Requirements

3.2.1 General Requirements

Per DOE O 151.1C, Attachment 2, the contractor must develop and implement a Comprehensive Emergency Management System designed to:

- Minimize the consequences of all emergencies involving or affecting DOE facilities and activities, including transportation operations and activities;
- Protect the health and safety of all workers and the public from hazards associated with DOE operations, as well as those associated with decontamination, decommissioning, and environmental restoration;
- Prevent damage to the environment; and
- Promote effective and efficient integration of all applicable policies, recommendations, and requirements, including Federal interagency emergency response plans.

In addition, the contractor is required to comply with the provisions of WAC 173-303 governing the handling of dangerous wastes and RCRA contingency plan requirements.

3.2.2 Technical Planning Basis

The Emergency Preparedness Program is based on a comprehensive understanding of the specific hazards present at the Hanford Site, which are identified through the hazards survey and EPHA processes. The results of the examination and analysis of the hazards form the technical planning basis for the Base Program Operational Emergency and Hazardous Material Operational Emergency programs at the Hanford Site.

3.2.2.1 Hazards Surveys

Hazards Survey Preparation/Revision

The Emergency Preparedness Program is responsible for the preparation and revision of the hazards survey. The Manager, Emergency Preparedness, shall assign one or more individuals, as appropriate, from the Emergency Preparedness Program staff to prepare and revise the hazards survey.

The hazards survey shall be prepared or revised in accordance with the applicable provisions of DOE-0223, RLEP 3.27, *Hazards Surveys*. Additional guidance regarding the preparation and revision of the hazards survey is provided in CPCC-STD-EM-54759, *Hazards Surveys and Emergency Planning Hazards Assessments*.

Hazards Survey Review and Approval

The hazards survey shall be reviewed and approved in accordance with the applicable provisions of CPCC-STD-EM-54759.

NOTE: *The hazards survey shall be reviewed by a Derivative Classifier prior to its release in accordance with the provisions of CPCC-PRO-IRM-184, Information Protection and Clearance.*

The hazards survey shall be forwarded to DOE/RL for review and approval in accordance with the applicable provisions of DOE-0223, RLEP 3.27.

Hazards Survey Document Management

The hazards survey shall be issued in accordance with the applicable provisions of CPCC-PRO-EN-440, *Engineering Document Preparation and Control*, and managed as a controlled document in accordance with the applicable provisions of CPCC-PRO-IRM-8310, *Document Control Processes*.

Hazards Survey Maintenance

The hazards survey must be reviewed and updated at least every 3 years and prior to significant changes to the site/area/facility or to hazardous material inventories. Routine editorial changes and changes that result in a reduction of hazards with no adverse effect on safety or emergency preparedness and response may be included in the next scheduled review and update. [DOE O 151.1C, Att. 2, 2.a.(3)]

3.2.2.2 Emergency Planning Hazards Assessments

EPHA Preparation/Revision

The Emergency Preparedness Program is responsible for the preparation and revision of EPHAs for plateau remediation contract areas/facilities. The Manager, Emergency Preparedness, shall ensure that one or more qualified individuals, as appropriate, are assigned to prepare and revise EPHAs.

EPHAs shall be prepared or revised in accordance with the applicable provisions of DOE-0223, RLEP 3.22, *Emergency Planning Hazards Assessments*. Additional guidance regarding the preparation and revision of EPHAs is provided in CPCC-STD-EM-54759. CPCC-STD-EM-54759 also addresses the qualification requirements for EPHA analysts.

New or revised EPHAs shall be issued in accordance with the applicable provisions of CPCC-PRO-EN-440.

EPHA Review and Approval

EPHAs shall be reviewed and approved in accordance with the applicable provisions of CPCC-STD-EM-54759.

NOTE: *All EPHAs shall be reviewed by a Derivative Classifier prior to their release in accordance with the provisions of CPCC-PRO-IRM-184.*

New or revised EPHAs shall be forwarded to DOE/RL for review and approval in accordance with the applicable provisions of DOE-0223, RLEP 3.22.

EPHA Document Management

EPHAs shall be issued in accordance with the applicable provisions of CPCC-PRO-EN-440, and managed as controlled documents in accordance with the applicable provisions of CPCC-PRO-IRM-8310.

EPHA Maintenance

Each EPHA shall be reviewed at least every 3 years and updated prior to significant changes to the area/facility or hazardous material inventories. Routine editorial changes and changes that result in a reduction of hazards with no adverse effect on safety or emergency preparedness and response may be included in the next scheduled review and update. If a reduction in the hazard(s) present eliminates the need for an Emergency Action Level (EAL), then mitigating actions, such as issuing a temporary order or conducting an awareness briefing, should be initiated to prevent inadvertent use of the EAL until the EPHA is revised or an addendum is issued. [DOE O 151.1C, Att. 2, 3.b.(1).(d)]

EPHA Retirement

EPHAs shall be retired, as appropriate, in accordance with the applicable provisions of DOE-0223, RLEP 3.22.

3.2.2.3 Emergency Action Levels

EALs shall be developed for each facility that contains hazardous materials capable of generating an Alert, Site Area Emergency, or General Emergency, as identified in that facility's EPHA.

The Emergency Preparedness Program is responsible for the preparation and revision of EALs for EPHA facilities. The Manager, Emergency Preparedness, shall assign one or more qualified individuals, as appropriate, from the Emergency Preparedness Program staff to develop and revise EALs.

EALs shall be developed, reviewed, approved, and revised in accordance with the applicable provisions of DOE-0223, RLEP 3.21, *Emergency Action Levels*.
[DOE O 151.1C, Att. 2, 11.b.(2)]

EALs shall be reviewed and, if required, updated whenever the associated EPHA is revised. Otherwise, EALs shall be reviewed and, if required, updated on an annual basis. If the annual review of the EALs indicates that revisions are not required, the individual assigned responsibility for the review shall formally advise the Manager, Emergency Preparedness, via e-mail message or memorandum, that the review was performed and that no changes were required.

3.2.3 Facility Types

There are three types of facilities at the Hanford Site – hazardous, low-hazards, and general purpose. Hazardous and low-hazards facilities are located onsite. General purpose facilities are located both onsite and offsite.

3.2.3.1 Hazardous Facilities

Hazardous facilities are defined as facilities that contain hazardous materials capable of generating an Alert, Site Area Emergency, or General Emergency as defined by DOE O 151.1C, requiring the establishment of an Hazardous Material Operational Emergency program.

3.2.3.2 Low-Hazards Facilities

Low-hazards facilities are defined as facilities that contain hazardous materials, but do not, based upon a hazards survey and hazards analysis, require the establishment of an Operational Emergency Hazardous Material Program per DOE O 151.1C. Low-hazards facilities are typically subject to requirements dictating the preparation of Environment, Safety, and Health (ES&H)-related emergency preparedness plans/procedures, which include, but are not limited to, RCRA, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Toxic Substances Control Act (TSCA), and Occupational Health and Safety Administration (OSHA) requirements.

3.2.3.3 General Purpose Facilities

General purpose facilities are defined as office buildings or general purpose facilities that contain no hazardous materials in excess of any regulatory quantities that require emergency preparedness planning. The governing requirement for such facilities is 29 CFR 1910.38, which means that facilities where personnel are evacuated from the danger area when an emergency occurs, and are not permitted to assist in handling the emergency, are exempt from 29 CFR 1910.120(q) requirements.

3.2.4 Emergency Response Plans and Supporting Documentation

To implement the requirements set forth in Attachment 2 to DOE O 151.1C, as promulgated by DOE/RL-94-02, the contractor is required to develop and maintain documentation necessary to implement the Hanford Site Emergency Management Program at the contractor’s projects and facilities.

3.2.4.1 Building Emergency Plans and Facility Response Plans

The requirements for Building Emergency Plans (BEP) and Facility Response Plans (FRP) are delineated in DOE/RL-94-02, Section 1.2, the RCRA contingency plan requirements of WAC 173-303.350, and the Hazardous Waste Operations and Emergency Response (HAZWOPER) requirements of 29 CFR 1910.120, as referenced by the CERCLA requirements of 40 CFR 300.150.

The HAZWOPER requirements set forth in 29 CFR 1910.120 allow for facilities to choose between an emergency response plan per 29 CFR 1910.120(l) and (p), or an emergency action plan per 29 CFR 1910.38(a). The format and content requirements for BEPs and FRPs are described in CPCC-PRO-EM-40360, *Building Emergency Plans and Facility Response Plans*. The BEP template meets the 29 CFR requirements for both an emergency response plan and an emergency action plan. The FRP template meets the 29 CFR requirements for an emergency action plan.

NOTE:

- *It is permissible for projects with CERCLA units or activities subject to 29 CFR 1910.120 emergency response plan- or emergency action plan-related requirements to incorporate BEP or FRP template information into a site-specific health and safety plan (SSHASP) if all the information from the template is incorporated in the SSHASP in the identical format called for in the template.*
- *Projects with activities subject to spill prevention, control, and countermeasure plan (SPCC) requirements through either Oil Pollution Prevention (40 CFR 112) or through the Toxic Substances Control Act (40 CFR 761) may prepare a separate SPCC plan in lieu of a BEP or FRP provided the SPCC plan is consistent with Emergency Preparedness Program requirements and procedures.*

Table 1, *RCRA Contingency Planning Program*, provides a cross-walk between the facility classification and the RCRA contingency planning requirements.

BEPs and FRPs shall be managed as controlled documents in accordance with CPCC-PRO-IRM-8310.

Table 1 - RCRA Contingency Planning Program

Emergency Preparedness Classification	RCRA Classification	Ecology's Enforceability	Documentation Required	Minimum Personnel Training	Emergency Coordinator Training (WAC 173-303-360)
Hazardous Facility (Determined by Hazards Assessment)	A. Final Status Treatment, Storage or Disposal (TSD) Units under Part B Permits (Part III)[1] B. Interim Status TSD units managing dangerous waste C. 90 day accumulation areas D. 90 day tank systems	A. Permit Condition and WAC 173-303-600 B. WAC 173-303-400 C and D. WAC 173-303-201	<u>For A, B, C and D:</u> 1. Hanford Emergency Management Plan (DOE/RL-94-02) 2. Building Emergency Plan (HNF-IP-0263-XXX)	<u>For A, B, C and D:</u> 1. Hanford General Employee Training (HGET) 2. Facility Emergency and Hazard Information Checklist (FEHIC; e.g., 03EXXX) or equivalent computer-based training (CBT) course[2]	<u>For A, B, C and D:</u> Building Emergency Director (BED) and alternates Initial and requalification training (02028B and 037515, respectively)
Low Hazards Facility	A. TSD Units undergoing closure (Part V and VI)[1]	A. Permit Condition	<u>For A:</u> 1. DOE/RL-94-02 2. Part V or Part VI Closure Plan	<u>For A, B, C, D and E:</u> 1. HGET	<u>For A, B, C, and D:</u> Building Warden (BW) and alternates Initial and requalification training (037500 and 037525, respectively) <u>For E:</u> None.
	B. Inactive interim status TSD Units or interim status TSD units receiving non-dangerous effluents	B. WAC 173-303-400	<u>For B, C, D, and E:</u> 1. DOE/RL-94-02 2. Facility Response Plan (HNF-IP-0603-xxx)	<u>For B, C and D:</u> 1. HGET 2. FEHIC (e.g., 03EXXX) or equivalent CBT course[2] <u>For E:</u> 1. HGET 2. FEHIC (e.g., 03E500) or equivalent CBT course[2,3]	
	C. 90 day accumulation areas D. 90 day tank systems E. Satellite accumulation areas	C, D and E. WAC 173-303-201			

Notes:
1. Part III, V, and VI refer to the section of the Hanford Facility RCRA Permit.
2. HFD and Hanford Patrol receive equivalent training and are excluded from these requirements.
3. 03E500 is specifically designed to accommodate unit/building-specific Hazard Communication, Emergency Preparedness, and Satellite Accumulation Area considerations and is used for all units/buildings not requiring a specific course number.

3.2.4.2 Emergency Action Plans and Facility Emergency Response Information Boards

For general purpose facilities, emergency information shall be identified in an emergency action plan (e.g., a building evacuation plan per 29 CFR 1910.38), if required, or on the facility's Facility Emergency Response Information Board (FERIB) as follows:

Onsite general purpose facilities are required to place emergency information on the FERIB posted in each facility. Each building must have at least one FERIB posted near a building entrance or other conspicuous location. The requirements for information appearing on a FERIB are described in Section 3.2.7.3.

Offsite general purpose facilities require an emergency action plan and may also post an FERIB.

At the discretion of the responsible hazardous or low-hazards facility manager, one or more FERIBs may be posted in a general purpose building (or trailer) located within the boundary of a hazardous or low-hazards facility. Since a hazardous or low-hazards facility requires a BEP or an FRP, and facility personnel are trained accordingly, FERIBs are not required within the boundary of a hazardous or low-hazards facility. Some low-hazards facilities may satisfy emergency planning requirements by use of a FERIB in lieu of an FRP as discussed in CPCC-PRO-EM-40360. In this case, the FERIB must be maintained as discussed in this section.

Regardless of the facility classification, each facility manager shall ensure that the information posted on any FERIB(s) in his/her assigned facility(ies) is accurate and up-to-date.

3.2.4.3 Emergency Response Procedures

Emergency response procedures shall identify the responsible individuals and the specific response actions to be carried out by those individuals during an emergency preparedness drill or exercise, or in response to an actual event.

3.2.5 Emergency Response Organization

The Hanford Site Emergency Response Organization (ERO) has two distinct components – the Incident Command Organization and the Hanford EOC.

The Incident Command Organization consists of the facility/building ERO with responsibilities for implementing emergency response operations and activities at the affected facility/building, and site contractor emergency response personnel (e.g., HFD and Hanford Patrol) with responsibilities for on-scene mitigation. Other emergency response personnel may be called upon to assist in the mitigation of an event depending on the type of emergency, but are not considered part of the Hanford Site ERO.

As described above, the Hanford EOC is an emergency response facility maintained by DOE/RL for the purpose of providing a facility where personnel may convene during an emergency to provide essential response functions, including liaison with governmental officials and agencies, public information, consequence assessment, offsite protective action recommendations, and oversight of onsite emergency response operations and activities.

Basic requirements for the Hanford Site ERO are delineated in DOE/RL-94-02, Section 2.0.

3.2.5.1 Facility/Building Emergency Response Organization

Hazardous Facilities

DOE O 151.1C Base Program Operational Emergency and Hazardous Material Operational Emergency programs apply to hazardous facilities. The facility manager shall assign personnel as primary and alternate Building Emergency Directors (BED) (a minimum of two BEDs) who shall manage and control all aspects of the initial and ongoing area/facility response. The BED shall direct a Facility Emergency Response Organization (FERO) comprised of individuals from that facility, who will assist in the protection of personnel, the environment, and company assets, until such time that an Incident Commander arrives at the event scene.

NOTE: *For purposes of planning and implementing response actions at the affected area/facility, it should be assumed that, following initial notification, the arrival of HFD (and the Incident Commander) on-scene will not occur sooner than 10 minutes plus the estimated travel time to the affected area/facility.*

Typically, the FERO positions associated with a hazardous facility include the BED, Facility Staging Area Manager (FSAM), one or more Personnel Accountability Aides (PAA), Incident Command Post (ICP) Communicator, ICP Hazards Communicator, Hazards Assessor, and Facility Operations Specialist (FOS); however, the BED has the authority to add FERO positions, as required, to implement facility-specific response actions.

For a hazardous facility, a BED must be present at, or in close proximity to, a facility if work is being performed at the facility that could generate an Alert, Site Area Emergency, or General Emergency.

NOTE: *Reasonable proximity is defined as on the Hanford Site and within the project compound, or in relative proximity to the facility and in immediate contact range with facility personnel by pager, radio, or cellular telephone for the duration of the at-risk activity.*

BEDs may be designated as “on-call” for a facility where hazardous materials are in storage in a stable state, and the work being performed at that facility is limited to surveillance activities, or the work being performed at that facility is considered routine, posing only minimal hazards. An on-call BED must be able to respond to the affected facility within one hour, and is expected to acknowledge pages and return telephone calls within 10 minutes.

The duties and responsibilities of the BED and the FERO are generally described in DOE/RL-94-02, Subsection 2.2, and more specifically described in each BEP or FRP, and its associated implementing procedures.

Low-Hazards Facilities

DOE O 151.1C Operational Emergency Base Program requirements apply to low-hazards facilities. The facility manager shall assign personnel as primary and alternate BEDs or BWs (a minimum of two BEDs or BWs) who shall manage and control all aspects of the initial area/facility response, and who direct a FERO comprised of individuals from that facility who will assist in the protection of personnel, the environment, and company assets.

Typically, the FERO positions associated with a low-hazards facility include the BED/BW, Staging Area Manager (SAM), and one or more PAAs; however, the BED/BW has the authority to perform in multiple roles if the situation permits. Conversely, the BED/BW has the authority to add FERO positions, as required, to implement facility-specific response actions.

The duties and responsibilities of the BED/BW and the FERO are generally described in DOE/RL-94-02, Subsection 2.2, and more specifically described in each BEP or FRP, and its associated implementing procedures.

General Purpose Facilities

DOE O 151.1C Operational Emergency Base Program requirements apply to onsite general purpose facilities. The facility manager shall assign personnel as primary and alternate BWs (a minimum of two BWs) who shall manage and control all aspects of the initial area/facility response, and who direct a FERO comprised of individuals from that facility who will assist in the protection of personnel, the environment, and company assets.

Typically, the FERO positions associated with a general purpose facility include the BW, SAM, and one or more PAAs.

The duties and responsibilities of the BW and the FERO are generally described in DOE/RL-94-02, Subsection 2.2.

General Requirements for All Facilities

To meet Hanford Site RCRA permit requirements governing WAC 173-303 activities, facility managers shall advise as soon as possible (30 days advance notice is preferred) of any changes in the assignment of personnel as BEDs or BWs at their respective facilities. For hazardous and low-hazards facilities, the responsible facility manager shall provide the names of on-call BEDs/BWs to the EOC Shift Office for inclusion in the *Hanford Site Weekly On-Call Directory*.

On-call BEDs and BWs shall maintain readily accessible, up-to-date copies of relevant emergency response plans, associated implementing procedures, FERO rosters, and any other documentation required to initiate a timely and effective response to an emergency.

On-call BEDs and BWs shall meet fitness-for-duty requirements during those periods that they are on-call in accordance with the applicable provisions of CPCC-PRO-HR-042, *Fitness for Duty*.

Each facility manager shall ensure that the information contained in the FERO roster for his/her assigned facility(ies) is accurate and up-to-date.

3.2.5.2 Hanford Emergency Operations Center Organization

The contractor shall identify project/facility management and technical staff to support the Hanford EOC in response to an emergency. Both exempt and non-exempt employees may be assigned to support the EOC, and shall receive initial and annual refresher training, as appropriate to their assignment.

Personnel who are assigned to the EOC on an on-call basis shall meet fitness-for-duty requirements during those periods that they are on-call in accordance with the applicable provisions of CPCC-PRO-HR-042. Non-exempt personnel shall not be assigned to the EOC positions on an on-call basis.

The specific EOC-related duties and responsibilities of personnel who are assigned to support that facility are prescribed in the procedures that comprise DOE-0223, RLEP 2.0, *Hanford Emergency Operations Center* (Volume 2).

3.2.6 Offsite Response Interfaces

The basic requirements for offsite response interfaces are delineated in DOE/RL-94-02, Section 3.0.

3.2.7 Emergency Response Facilities and Equipment

3.2.7.1 Emergency Response Facilities

NOTE: *It is understood that the location of the actual Incident Command Post is at the discretion of the Incident Commander and will be influenced by the actual conditions.*

Each BEP or FRP shall identify the location (fixed or otherwise) of the Initial Command Post within, or in the vicinity of, the associated facility.

Each hazardous, low-hazards, and general purpose facility shall identify one or more staging areas at which facility occupants assemble for accountability purposes following an evacuation of that facility.

Each BEP or FRP shall identify the location(s) of the staging area(s) associated with the facility, the accountability processes used, and any required resources to support staging area activities (e.g., radios, cellular telephones, and landline telephones located in adjacent buildings). In addition, staging areas associated with hazardous and low hazards facilities shall be capable of segregating personnel, who are contaminated with radiological or non-radiological hazardous material, from non-contaminated personnel.

For general purpose facilities, the staging area(s) shall be identified in an emergency action plan (e.g., a building evacuation plan per 29 CFR 1910.38), if required, and on the facility's FERIB (as described in paragraph 3.2.7.3 below).

Regardless of the facility type, each staging area should have a means of determining wind direction (e.g., a wind sock, weather vane, or flag pole in the vicinity) to determine the area's habitability during evacuations.

When selecting a staging area, the following should be considered:

- Distance from the affected facility, 31 meters (100 feet), if possible. To determine if a greater distance is required, consult the facility Safety Analysis Report.
- Distance from potential hazards present at adjacent facilities.
- Prevailing winds and potential plume path.

- Adequacy of lighting in the event of nighttime evacuation.
- Location and accessibility relative to terrain, area available relative to the number of individuals expected to re-locate to the staging area, and available transportation.
- Location with respect to emergency vehicle access routes.
- The risk to staging area occupants from secondary devices placed by terrorists. Considerations should include the general public's access in the vicinity of the staging area, and the proximity of parked vehicles. Contact Hanford Patrol for assistance.

Staging area signs should meet the following criteria:

Size:	12 inches wide and 18 inches high.
Color:	White background, red lettering.
Text:	**STAGING** - centered, 1 inch from the top, 2-inch letters.
	AREA - centered, 1 inch from the bottom, 2-inch letters.
	(staging area number) - center of sign, 6-inch numeral.
Border:	½ inch, red.

3.2.7.2 Emergency Response Equipment and Materials

Facility managers shall ensure that adequate personal protective equipment (PPE), as well as other equipment and supplies, are available and, if appropriate, operable to support emergency response operations and activities. Emergency response equipment and materials shall be located in readily accessible, designated areas away from the scene of the postulated accident.

Facilities that rely upon other facilities emergency response resources in the form of equipment and material shall develop formal understandings with those facilities to ensure the availability and the coordination of the use of those resources in the event of an emergency.

At a minimum, the equipment types listed in DOE/RL-94-02, Section 11.2, shall be considered when determining a facility's emergency response equipment needs. Once the required equipment and materials are identified for a facility, a list of the equipment and materials shall be incorporated into the associated BEP or FRP. Lists of suggested equipment and supplies for responding to radiological and chemical incidents are provided in Appendix A to CPCC-PRO-EM-40325, *Radiological/Chemical Hazard Event Response.*

NOTE: *For hazardous facilities, the postulated accident scenarios presented in the EPHA shall be used to determine and select emergency response equipment and materials.*

3.2.7.3 Facility Emergency Response Information Boards

Each FERIB shall contain the following information, as appropriate:

- Evacuation routes and staging area locations.
- Utility disconnects information (locations may be shown on floor plan).
- Emergency signals sign (required for 100, 200, 300, 400, and 600 Area facilities only).

- Names, locations, and phone numbers for BWs and other ERO members.
- Site emergency telephone numbers and their use (i.e., POC via Hanford landline, 911; POC via cellular telephone, 373-0911; and the EOC Shift Office via any telephone, 376-2900).
- Name and telephone number(s) of the facility's Emergency Preparedness point-of-contact (e.g., the Emergency Preparedness Coordinator assigned to that facility).
- Contact telephone number(s) for spills and releases.
- Other useful telephone numbers.
- Hazards present at nearby facilities.

3.2.7.4 Initial Command Post Resources and Maintenance

Resources

In order to ensure all Initial Command Posts have adequate resources to aid FERO members during upset conditions, the following resources are required in all primary and alternate Initial Command Posts.

- FERO Binders should consist of:
  - DOE-0223, RLEP 1.1, *Hanford ICS and Event Recognition and Classification*, checklist for the applicable FERO position
  - Facility Map, when applicable
  - Applicable procedures for each of the FERO position
- Hard copies of the following procedures:
  - DOE-0223, RLEP 1.1, with all applicable appendices (EALs)
  - DOE-0223, RLEP 3.4, *Event Termination, Reentry & Recovery*
  - DOE-0223, RLEP 3.8, *Protective Actions*
  - DOE/RL-94-02, *Hanford Emergency Management Plan*
  - CPCC-PRO-EM-060, *Reporting Occurrences and Processing Operations Information*
  - CPCC-PRO-EM-40325, *Radiological/Chemical Hazard Event Response* if applicable
  - CPCC-PRO-EN-10337, *Post-Natural Phenomena Hazard Building Inspections*
  - BEP(s) or FRP(s) applicable to the facility(s)
  - Emergency Response Procedure(s) applicable to the facility(s)
- List of FERO members and contact information
- Communication capabilities (e.g., landline telephone, cell phone, radio, PAX)
- FERO vests
- Ability to maintain a visible timeline and objectives (e.g., computer with projector, whiteboard, chalkboard, easel and paper, or other means)
- Map of the facility(s)

Initial Command Post Maintenance

To ensure that all required resources (see Section 3.2.7.4) are available in both the primary and alternate Initial Command Posts, a minimum of at least a quarterly inspection of the Initial Command Posts is required. The inspection should, at a minimum, verify that all procedures are current, the FERO binders have all applicable materials and are current, all communication capabilities are functioning properly, FERO member list is current, and maps are current. Tracking of the quarterly inspections will be in accordance with respective facility Surveillance and Maintenance procedure(s)/process(es).

3.2.8 Emergency Categorization and Classification

Depending on the severity, an Operational Emergency may be categorized as Base Program Operational Emergency (BPOE) or a Hazardous Material Operational Emergency (HMOE), the latter of which can be further classified as an Alert, Site Area Emergency, or General Emergency.

Occurrence reporting is described in CPCC-PRO-EM-060, *Reporting Occurrences and Processing Operations Information*. Occurrence reporting is not addressed in this management plan.

The processes associated with event recognition, and categorization and classification of an emergency are described in detail in DOE-0223, RLEP-1.1, *Hanford Incident Command System and Event Recognition and Classification*.

In addition to categorization and classification, state and Federal regulations, and mutual agreements between DOE/RL and state and county agencies require that events be assessed to determine if they meet RCRA contingency plan implementation criteria in order to comply with WAC-173-303-360(2)(d) requirements, or if those events have the potential to cause public concern or media interest. Such events are termed Abnormal Events.

3.2.9 Consequence Assessment

The basic requirements for consequence assessment are delineated in DOE/RL-94-02, Section 6.0.

3.2.10 Protective Actions and Reentry

3.2.10.1 Protective Actions

The initial response to any emergency shall be to immediately protect the health and safety of persons in the immediate area. Identification of the released material is essential to determine appropriate protective actions. Containment, treatment, and disposal assessment are considered secondary responses.

Each employee is responsible for his/her own health and safety and for taking appropriate actions in accordance with the emergency signals/instructions.

Low-Hazards and Hazardous Facilities

Low-hazards and hazardous facility managers shall develop, implement, and maintain procedures describing the immediate actions to be taken at their respective facilities to prevent or reduce exposures in the event of an abnormal event or emergency. These procedures shall address the requirements delineated in DOE/RL-94-02, Section 7.0, paragraph 7.2.3.2.2.

Emergencies on the Hanford Site may result in the long-term and total evacuation of selected or all facilities. Low-hazards and hazardous facilities shall consider required preparations for long-term and total evacuation. If a facility determines that preplanning is necessary, the actions identified shall be integrated into the appropriate BEP or FRP/facility procedures.

General Purpose Facilities

General purpose facility managers shall develop, implement, and maintain written documentation (e.g., a building evacuation plan) that enables them to implement appropriate protective actions when ordered or to respond to a common emergency (e.g., a fire). Such documentation shall address the requirements delineated in DOE/RL-94-02, Section 7.0, paragraph 7.2.3.2.1.

Reentry

The basic requirements for reentry are delineated in DOE/RL-94-02, Section 7.3. Guidance for reentering an evacuated area during recovery activities is provided in DOE-0223, RLEP 3.4. Exposure limits for emergency workers are provided in the appendices to DOE-0223, RLEP 3.8.

3.2.11 Emergency Medical Support

The basic requirements for emergency medical support are delineated in DOE/RL-94-02, Section 8.0.

3.2.12 Public Information

The basic requirements for public information and public education are delineated in DOE/RL-94-02, Section 10.0.

3.2.13 Termination and Recovery

In general, response activities can be terminated when the emergency has been stabilized. At this point, the potential threats to workers, the public, and the environment have been characterized, conditions no longer meet established emergency categorization criteria, and it appears unlikely that conditions will deteriorate.

Once the emergency has been declared terminated, the response may then transition to recovery. Recovery shall include notifications associated with termination of an emergency and the establishment of criteria for resumption of normal operations.

3.2.13.1 Termination

Terminating a Base Program Operational Emergency

A Base Program Operational Emergency can be officially terminated when the emergency has been stabilized at the scene and emergency response measures are no longer needed to protect the health and safety of persons within the immediate vicinity of the incident. Specifics on termination and recovery are addressed in DOE-0223, RLEP 3.4, *Event Termination, Reentry, and Recovery*.

Prior to termination, the Incident Commander is responsible for ensuring that a formal turnover is provided to the cognizant BED or BW, who is then responsible for ensuring completion of the required environmental notifications and reporting, occurrence reporting, and coordination of facility-level recovery actions necessary to resume facility operations.

Terminating a Hazardous Material Operational Emergency

An Alert, Site Area Emergency, or General Emergency can be officially terminated when the emergency has been stabilized at the scene, the release of hazardous material has been terminated, and protective actions have been implemented. The decision making process for terminating a Hazardous Material Operational Emergency (including the Emergency Closeout Checklist) is delineated in DOE-0223, RLEP 3.4. [DOE O 151.1C, Att. 2, 17.b.(1)]

3.2.13.2 Recovery

Recovery from a Base Program Operational Emergency

Recovery from a Base Program Operational Emergency includes those activities required to resume facility operations. The BED or BW, in coordination with the affected facility manager, shall direct those activities until such time that normal operations are resumed.

Recovery from a Hazardous Material Operational Emergency

The requirements governing recovery from a Hazardous Material Operational Emergency and the associated decision making process are delineated in DOE-0223, RLEP 3.4.

3.2.14 Program Administration

The EPAPs guide the administration and maintenance of the Emergency Preparedness Program. The basic elements and processes associated with program administration and maintenance are described in this management plan. However, the organizational structure, and associated duties and responsibilities for administering and maintaining the program, as well as specific administrative controls, will be detailed in the EPAPs and other procedures referenced herein.

3.2.14.1 Emergency Preparedness-Related Document Management

With the exception of hazards surveys, EPHAs, BEPs, and FRPs, all Emergency Preparedness Program-related documentation shall be prepared, reviewed, approved, issued, distributed, used, revised, and maintained in accordance with the applicable provisions of CPCC-STD-MS-40241, *Central Plateau Cleanup Company Procedures Standards*, and CPCC-PRO-MS-589, *Central Plateau Cleanup Company Procedures*.

Review and Update of Emergency Preparedness Program-Related Documentation

All Emergency Preparedness Program-related documentation shall be reviewed and, if required, updated as specified in Table 2 below.

Table 2 - Requirements for Annual Review and Update of Emergency Preparedness Program-related Documentation

Document Type	Responsibility for Review Assigned to …	Review and Update, if Required, Must be Completed …
Hazards Survey	Facility Manager or designee	On or before the 3-year anniversary of the "Issue Date" shown on the document cover sheet.
Emergency Planning Hazards Assessments	Facility Manager or designee	On or before the 3-year anniversary of the "Issue Date" shown on the document cover sheet.
Building Emergency Plans	Facility Manager or designee	On or before the 1-year anniversary of the "Effective Date" shown on the plan cover sheet.
Facility Response Plans	Facility Manager or designee	On or before the 1-year anniversary of the "Effective Date" shown on the plan cover sheet.
Emergency Response Procedures	Facility Manager or designee	On or before the 1-year anniversary of the "Effective Date" shown on the procedure cover sheet.
Emergency Preparedness Program Requirements (CPCC-PRO-EM-7647)	Manager, Emergency Preparedness, or designee	On or before the "Periodic Review Due Date" shown on the procedure's Change Summary sheet.
Emergency Preparedness Administrative Procedures	Manager, Emergency Preparedness, or designee	On or before the "Periodic Review Due Date" shown on the procedure's Change Summary sheet.

Any change to a program-related document shall be incorporated and issued as a new revision to that document. Page changes are prohibited as a method for updating program-related documentation.

If the review of an Emergency Preparedness Program-related document indicates that no revision is required, the individual assigned responsibility for the review shall formally advise the Manager, Emergency Preparedness, via e-mail message or memorandum, that the review was performed and that no changes were required.

Review and Update of Emergency Preparedness Program-Related Documentation Subject to RCRA Contingency Plan Requirements

Certain BEPs and FRPs address facilities or areas at the Hanford Site that are subject to RCRA contingency plan requirements as set forth in WAC 173-303. Such documents must be reviewed and revised in accordance with CPCC-PRO-EM-40360, *Building Emergency Plans and Facility Response Plans*.

3.2.14.2 Management Review

General requirements for the performance of management reviews (i.e., management assessments and independent assessments performed by contractor or subcontractor personnel) are prescribed in CPCC-MP-QA-599, *Quality Assurance Program*.

The results of the self-assessments are documented in the ERAP consistent with DOE/RL/HMIS guidance. [DOE O 151.1C, Att. 2, 7.a.(1)]

3.2.14.3 Corrective Action Program

Corrective actions associated with the evaluation of conditions and the correction of issues identified as the result of self-assessments, internal and external evaluations and assessments, drills and exercises, or actual events shall be processed through the corrective action system in accordance with the provisions of CPCC-PRO-QA-052, *Issues Management*.
[DOE O 151.1C, Att. 2, 7.b.(1)]

3.2.14.4 Measuring and Reporting Emergency Preparedness Program Performance

Processes shall be established to measure, track, and report the overall performance of the Emergency Preparedness Program. Each key area of the program shall be assigned one or more performance indicators and the criteria for measuring performance in each area shall be established. [DOE O 151.1C, Att. 2, 7.a.(3)]

The performance indicators shall be objective, verifiable and reproducible, and shall be consistent with, and relevant to, the program's activities. To the extent possible, performance indicators shall be related to the standards, requirements, policies, and objectives that are applied to the program's activities.

3.2.15 Training and Drills

In addition to the training that personnel receive regarding their day-to-day functions, a comprehensive, coordinated, and documented program of training and drills for developing/ maintaining specific emergency response capabilities shall be established within the Emergency Preparedness Program. The program shall apply to emergency response personnel who are expected to respond to emergencies at the Hanford Site. In addition, appropriate training shall be provided to personnel assigned as drill coordinators, drill controllers, and evaluators.

3.2.15.1 Training

As appropriate, initial and annual refresher training courses shall be established using the Systematic Approach to Training (SAT) methodology in accordance with the requirements set forth in Requirements Document CPCC-MP-TQ-011, *Central Plateau Cleanup Company Qualification and Training Plan,* and shall be integrated with the drill component of the program.

All BEDs, FERO personnel, and BWs shall complete required initial and annual refresher training.

NOTE: *Annual is defined as every 12 months (365 days); a new training date is set 12 months hence from the date training is completed. Those individuals who do not complete required refresher training on or prior to the 365th day (i.e., 1 year from the date of completion of the previous initial or refresher training) are not considered fully trained and, therefore, are unable to perform their assigned emergency response roles until they have completed the required refresher training.*

An extension of the deadline by which refresher training must be completed may be granted on a case-by-case basis in accordance with the applicable provisions of CPCC-PRO-TQ-179, *Obtaining Training Equivalencies, Exceptions, and Extensions*, but only if the extension is granted prior to the deadline. Any requests to consider training equivalencies or the substitution of education and experience in lieu of required training shall also be processed in accordance with the applicable provisions of CPCC-PRO-TQ-179.

Initial and annual refresher training for personnel assigned to the Hanford EOC organization shall be completed in accordance with the training program and schedule established by DOE/RL.

Hazardous Facilities

Each hazardous facility manager shall evaluate, as appropriate, the need for training, and the training requirements for each FERO position at his/her facility, including BEDs (primary and alternate). Facility managers shall ensure that formal training is provided to their respective FEROs, on their roles and responsibilities prior to assignment and at least annually thereafter in accordance with the applicable provisions of CPCC-STD-TQ-40393, *Emergency Preparedness and Response Organizations Training Program Description*.

In addition, hazardous facility managers who have designated personnel to respond to potential toxic or confined space environments shall ensure that those personnel have successfully completed the training on the specific hazards germane to their emergency response assignments. Each facility manager shall ascertain the need for training and the amount of training required commensurate with the hazards present and the specific emergency response assignment. Required training may include: First Aid, cardiopulmonary resuscitation (CPR), blood-borne pathogen, self-contained breathing apparatus (SCBA), and confined space entry. This training shall also be documented in accordance with the applicable provisions of CPCC-PRO-TQ-249, *Training Records Administration*. [DOE O 151.1C, Att. 2, 5.b.(1)]

The hazardous facility manager shall also review with each employee those parts of the facility's BEP that the employee must know to protect himself/herself in the event of an emergency. This review shall occur within 30 days of the employee's initial assignment, whenever the employee's responsibilities or designated actions under the plan change, and annually thereafter. This review shall be documented using the Facility Emergency and Hazard Information Checklist (FEHIC) or other facility-specific documentation, and the record of the review maintained in accordance with the applicable provisions of CPCC-PRO-TQ-249.

Low-Hazards Facilities

Each low-hazards facility manager shall evaluate, as appropriate, the need for training, and the training requirements for each FERO position at his/her facility. Low-hazards facility managers shall ensure that formal training is provided to their respective FEROs on their roles and responsibilities prior to assignment and at least annually thereafter in accordance with the applicable provisions of CPCC-STD-TQ-40393.

Low-hazards facility managers who have designated personnel to respond to potential toxic or confined space environments shall ensure that those personnel have successfully completed the training on the specific hazards germane to their emergency response assignments. Each facility manager shall ascertain the need for training and the amount of training required commensurate with the hazards present and the specific emergency response assignment. Required training may include first aid, CPR, blood-borne pathogen, and confined space entry. This training shall also be documented in accordance with the applicable provisions of CPCC-PRO-TQ-249. [DOE O 151.1C, Att. 2, 5.b.(1)]

The low-hazards facility manager shall also review with each employee those parts of the facility's BEP or FRP that the employee must know to protect himself/herself in the event of an emergency. This review shall occur within 30 days of the employee's initial assignment, whenever the employee's responsibilities or designated actions under the plan change, and annually thereafter. This review shall be documented using the FEHIC or other facility-specific documentation, and the record of the review maintained in accordance with the applicable provisions of CPCC-PRO-TQ-249.

General Purpose Facilities

All personnel designated as BWs (primary and alternates) at general purpose facilities shall attend BW training prior to assignment and at least annually thereafter in accordance with the applicable provisions of CPCC-STD-TQ-40393.

All personnel designated as PAAs and SAMs shall be trained on their respective roles and responsibilities prior to assignment and at least annually thereafter in accordance with the applicable provisions of CPCC-STD-TQ-40393. The annual retraining requirement for PAAs and Staging Area Managers may be met by participation in an emergency preparedness drill or exercise or by attending initial training again. [DOE O 151.1C, Att. 2, 5.b.(1)]

The general purpose facility manager or BW shall review with each employee those parts of the facility's emergency action plan that the employee must know to protect himself/herself in the event of an emergency (e.g., evacuation routes and staging area locations). This review shall occur upon the employee's initial assignment and annually thereafter, or if the plan undergoes a change that affects the employee's response actions.

Subject Matter Experts

Subject matter experts are individuals possessing specific expertise who may be called upon to provide technical advice or assistance to the Incident Command Organization or the Hanford EOC. These individuals are not considered members of the Hanford ERO and, therefore, are not subject to Hanford ERO-specific training requirements. Subject matter experts who, in the course of performing their regular job duties, work with (or are trained in the specific hazards associated with) hazardous substances (both radiological and non-radiological) shall, on an annual basis, receive training or demonstrate competency in the area of their specialization, as appropriate. [29 CFR 1910.120(q)(5)]

Skilled Support Personnel

Support personnel who are skilled in the operation of heavy construction equipment, cranes and other hoisting equipment, or other specialized equipment, may be temporarily needed to perform work in support of emergency response activities that may expose those individuals to hazards at the event scene. In such cases, the individual shall be given a pre-job briefing prior to his/her deployment to the event scene. The pre-job briefing shall include instruction in the wearing of PPE, the potential hazards present at the work location, and the duties to be performed, as well as any other health- and safety-related precautions, as appropriate.

Skilled support personnel are not considered members of the Hanford ERO and, therefore, are not subject to Hanford ERO-specific training requirements. [29 CFR 1910.120(q)(4)]

CPCC Personnel Assigned to the Hanford Emergency Operations Center

As stated above, initial and annual refresher training for personnel assigned to the Hanford EOC organization shall be completed in accordance with the training program and schedule established by DOE/RL.

General Employee Training

Immediately upon their employment, training shall be provided to all employees who may be required to take protective actions (i.e., take cover or evacuate) in response to a potential emergency. Subsequently, similar training shall be provided to employees whenever their expected response actions change, or their assigned area/facility-specific emergency response plan or associated implementing procedures are revised. [DOE O 151.1C, Att. 2, 5.a.(1)]

Refresher training shall be provided on an annual basis to employees who are likely to witness a hazardous material release and who are required to complete initial notifications in the event of a potential hazardous material release. [DOE O 151.1C, Att. 2, 5.a.(2)]

Drill Coordinators, Drill Controllers, and Evaluators

Emergency preparedness drills shall be planned, coordinated, conducted, and evaluated by qualified, trained, and experienced personnel who have successfully completed drill coordinator training, or demonstrated equivalent training or experience. Drill controllers and evaluators shall be qualified to control or evaluate, respectively, the areas of performance assigned; and for emergency preparedness drills and exercises shall have attended drill controller/evaluator training in accordance with the applicable provisions of CPCC-STD-TQ-40393.

Training Records

All training records shall be processed and maintained in accordance with the applicable provisions of CPCC-PRO-TQ-249.

3.2.15.2 Drills

Drills are training methods that allow an individual to put knowledge into practice in the context of a scenario-based simulation. Drills are supervised hands-on instruction and application sessions for individuals and teams, which provide an opportunity to develop, maintain, and demonstrate individual and organizational proficiency. In order to assure response proficiency is maintained, drills shall be assessed/graded to identify and document training needs and areas of less than adequate performance. Facility managers, in coordination with the Emergency Preparedness Coordinators, shall develop operational and emergency preparedness drill programs for maintaining specific operational and emergency response capabilities, respectively.

Operational Drills

Operational drills focus on an event that can be mitigated through the use of plant response procedures and allow for the demonstration of non-emergency notifications. An operational drill may be conducted as a full-up operational drill, limited scope operational drill or tabletop drill at the discretion of the facility manager and the facility's Emergency Preparedness Coordinator.

Full-up operational drills shall be planned, coordinated, conducted, and evaluated in accordance with the applicable provisions of CPCC-PRO-EM-40349, *Emergency Preparedness Drill Program.* Limited scope and tabletop operational drills shall be planned, coordinated, conducted, and evaluated in accordance with the applicable procedures of CPCC-PRO-EM-40317, *Operational Drill Program.*

Emergency Preparedness Drills

Emergency preparedness drills involve designated facility emergency response personnel and the ICS, and are conducted as an evaluated activity. The purpose of emergency preparedness drills is to support proficiency and readiness to respond to a spectrum of events that could result in an abnormal event, Base Program Operational Emergency, or Hazardous Material Operational Emergency that impacts the continuation of operations within and outside facilities or areas. An emergency preparedness drill may be conducted as a tabletop drill, walk-through (coached) drill, limited-scope drill, or full-up drill.

Emergency preparedness drills conducted at each area/facility shall be of sufficient scope and frequency to assure an adequate and trained FERO. At a minimum, personnel assigned to a FERO shall participate in at least one evaluated emergency preparedness drill (or, alternatively, an exercise) per fiscal year, during which practical knowledge and skills are demonstrated.

Facilities having the potential for a criticality accident shall conduct an evacuation drill at least annually, and should be scheduled to include all personnel who routinely work within the immediate evacuation zone. The drill scenario is not required to simulate a criticality accident. Events involving false alarms should not be substituted for drills, unless the required actions are observed and evaluated. False alarms/actual events credited as drills shall be documented in accordance with CPCC-PRO-EM-40349.

Emergency preparedness drills shall be planned, coordinated, conducted, and evaluated in accordance with the applicable provisions of CPCC-PRO-EM-40349.

Protective Action Drills

Protective action drills focus upon employee safety to ensure that facility personnel are knowledgeable of response to alarms, including take cover and evacuation alarms. Examples of protective action drills include plume release, fire, and bomb threat. Protective action drills may be combined with operational or emergency preparedness drills, or with area-wide take cover or evacuation drills.

Protective action drills shall be conducted at onsite general purpose facilities to meet DOE O 151.1C Base Program Operational Emergency requirements. Personnel assigned to general purpose facilities on the Hanford Site shall participate in a take cover or evacuation drill each calendar year.

Building evacuation drills shall be conducted in accordance with CPCC-PRO-EM-40349.

3.2.16 Exercises

The basic requirements for emergency preparedness exercises are delineated in DOE/RL-94-02, Section 13.0, *Exercises.*

3.2.17 Emergency Preparedness Pre-Job Planning

The requirements for pre-job planning activities are specified in CPCC-PRO-WKM-14047, *Pre-Job Briefings and Post-Job Reviews*. In addition to the information required by CPCC-PRO-WKM-14047, pre-job planning shall address the following topics, as appropriate:

- Facility-specific training regarding alarms and response actions if working within a facility's boundaries.
- Emergency response actions for specific hazards, including for hazards present at nearby locations.
- Location(s) for outdoor workers to take cover or location(s) for outdoor workers to report to if sirens activate. The information provided should address:
  - Communications capabilities at the take cover location(s),
  - Location of restrooms at the take cover location(s), and
  - Provisions for long-term comfort (e.g., whether the building used as a take cover location will heat up or cool down too quickly if the ventilation systems are shut off, availability of restroom facilities, and availability of communications capabilities, as well as any special needs of those individuals taking cover).
- How notification of protective actions will be received (e.g., by siren, tone alert radio, pager, or radio).
- Notifications to be made by workers arriving at the take cover location.
- Normal emergency evacuation routes, accountability, and staging areas.
- Alternate emergency evacuation routes and staging area locations.

NOTE: *Additional guidance regarding take cover and evacuation is provided in Appendices I and J, respectively, to DOE-0223, RLEP 3.8.*

As appropriate, the aforementioned topics shall be discussed at the pre-job briefing. There is no requirement to formally document the pre-job briefing unless alternate evacuation routes, staging areas, or take cover locations are identified and discussed.

3.2.18 Initial Investigation and Critique of Actual Events

If an actual event is categorized as either a Base Program Operational Emergency or a Hazardous Material Operational Emergency, the post-event investigation and the need for a post-event critique shall be initiated in accordance with the applicable provisions of CPCC-PRO-EM-058, *Event Initial Investigation and Critique Meeting Process*.

3.2.19 Emergency Readiness Assurance Program

The emergency readiness assurance program shall establish a framework and associated processes for assuring that emergency response plans, implementing procedures and other supporting documentation, and resources are adequate by ensuring that those elements of the Emergency Preparedness Program are sufficiently maintained, exercised, and evaluated, and that appropriate and timely improvements are made in response to needs identified through coordinated and comprehensive emergency preparedness planning, resource allocation, training and drills, exercises, and evaluations. The emergency readiness assurance program shall consist of documented evaluations, effective feedback and continuous improvement processes, performance indicators, and input to the consolidated ERAP for the Hanford Site. [DOE O 151.1C, Att. 2, 7.]

The basic requirements for the emergency readiness assurance program are delineated in DOE/RL-94-02, Subsection 14.2, *Emergency Readiness Assurance Program*.

3.2.19.1 Evaluations

Self-Assessments

Each area/facility shall conduct an annual self-assessment of its emergency preparedness program. The self-assessment shall utilize the evaluation criteria set forth in Appendix D to DOE G 151.1-3, *Programmatic Elements Emergency Management Guide*. Additionally, EP program self-assessments will include a review of the required training status for FERO members.

The EP Program will perform an annual trend analysis using the trend codes assigned for each EP issues to determine if adverse trends exist or broader actions are warranted.

Personnel leading or performing self-assessment activities shall meet or exceed the qualification requirements prescribed in CPCC-PRO-QA-246. Self-assessments shall be planned and conducted, the data evaluated, and the results reported in accordance with the applicable provisions of CPCC-PRO-QA-246.

The results of the self-assessments are documented in the ERAP consistent with DOE/RL/HMIS guidance.

Independent Assessments

Management may elect to conduct independent assessments of one or more areas or facilities, or one or more elements of the Emergency Preparedness Program. The independent assessment should utilize the evaluation criteria set forth in Appendix D to DOE G 151.1-3, *Programmatic Elements Emergency Management Guide*.

Independent assessments shall be planned and conducted, the data evaluated, and the results reported in accordance with the applicable provisions of CPCC-PRO-QA-9662, *Independent Assessment Process*.

The results of the independent assessments are documented in the ERAP consistent with DOE/RL/HMIS guidance. Updates are submitted to DOE/RL annually.

Triennial Assessments

Triennial assessments are conducted by DOE/RL to satisfy the requirement set forth in DOE O 151.1C to assess the Emergency Preparedness Program at least once every 3 years. The triennial assessments are conducted in accordance with the applicable provisions of DOE-0223, RLEP 3.29, *Emergency Management Assessment Program*.

Exercise Evaluations

Corrective action plans developed in response to DOE/RL evaluations of limited or field exercises shall be submitted to DOE/RL within 30 working days of receipt of the final evaluation report. Corrective actions shall be completed as soon as possible. Corrective actions addressing the revision of procedures or training of personnel should be completed prior to the next annual self-assessment of the program. [DOE O 151.1C, Att. 2, 7.a.(2) and 7.b.(1).(a)]

Completion of exercise-related corrective actions shall include a verification and validation process, independent of those who performed the corrective actions, that verifies the corrective action has been put in place and validates the corrective action has been effective in resolving the original finding. Corrective actions involving revision of procedures or training should be completed before the next exercise. [DOE O 151.1C, Att. 2, 7.a.(2) and 7.b.(1).(b)]

The basic requirements for the evaluation of emergency preparedness exercises are delineated in DOE/RL-94-02, Subsection 13.4 *Exercise Evaluation and Corrective Action*.

No-Notice Exercises

Contractors at the Hanford Site are required to participate in a program of no-notice exercises, which is conducted at the discretion of the DOE Headquarters. Involvement will be limited to providing trusted agents in support of scenario development and exercise planning efforts, and responding when a no-notice exercise is conducted, unless otherwise specified by DOE Headquarters. The basic requirements for emergency preparedness exercises are delineated in DOE/RL-94-02, Section 13.0.

Performance Indicators

As prescribed by DOE Headquarters, selected performance indicator data shall be collected and reported on an annual basis in the ERAP.

3.2.19.2 Feedback and Continuous Improvement

Appropriate and timely improvements shall be made to the Emergency Preparedness Program in response to needs identified through coordinated and comprehensive emergency preparedness planning, resource allocation, training and drills, exercises, and evaluations. Important components of the improvement process are effective corrective action and lessons learned programs.

Corrective Actions

Corrective actions developed in response to findings identified as the result of DOE/RL evaluations shall be submitted to DOE/RL within 30 working days of receipt of the final evaluation report. Corrective actions shall be completed as soon as possible. Corrective actions addressing the revision of procedures or training of personnel should be completed prior to the next annual self-assessment of the program. [DOE O 151.1C, Att. 2, 7.b.(1).(a)]

Corrective actions developed in response to findings identified as the result of self-assessments, internal and external evaluations and assessments, drills and exercises, or actual events shall be processed through the corrective action system in accordance with the provisions of CPCC-PRO-QA-052.

Corrective Action Plans associated with findings from RL Assessments or from exercises shall contain the following:

- Statement describing the finding.
- Identification of the apparent cause, at a minimum.

NOTE: *Regardless of level assigned to the condition report (CR), an apparent cause evaluation consistent with requirements of CPCC-PRO-QA-052 must be performed and documented in the CR to support the CAP.*

- Extent of condition review.
- Corrective actions that will address the cause(s) of the finding and prevent recurrence.
- Identification of the responsible manager.
- Scheduled completion date.
- Assignment of an Independent Verification and Validation action (Action in CR only)
- Assignment of a RL Closure action (Action in CR only)

Completion of corrective actions developed in response to findings shall include a verification and validation process, independent of those who performed the corrective action, that verifies the corrective action has been put in place, and validates the corrective action has been effective in resolving the original finding. [DOE O 151.1C, Att. 2, 7.b.(1).(b)] This independent V&V can be done in the form of an effectiveness review or an assessment.

Closure of RL Findings require the development of closure documentation that is provided to RL and contains the following:

- Brief summary of the finding.
- Statement of corrective actions taken to address the finding.
- Documentation to support closure of the actions taken (e.g., revised training plans/procedures, training rosters, etc.).
- Identification and results of the independent verification and validation process used to ensure the corrective action was effective in resolving the original finding along with associated documentation.

Lessons Learned

The contractor is required to establish a program for collecting, incorporating, tracking, and trending lessons learned, including those learned from emergency preparedness training, drills and exercises, and responses to actual events. Emergency preparedness-related lessons learned should be used by the Emergency Preparedness Program to determine the scope, objectives, and frequency of future training and drills. [DOE O 151.1C, Att. 2, 7.b.(2)]

Lessons learned from internal and external sources shall be collected and processed in accordance with the provisions of CPCC-PRO-MS-067, *Lessons Learned*, and then tracked and trended, as appropriate, in accordance with the provisions of CPCC-PRO-QA-052.

3.2.19.3 Emergency Readiness Assurance Plan

The ERAP is a planning tool to facilitate identifying and developing needed resources and improvements, as well as to highlight changes and achievements, in an emergency preparedness program. The ERAP shall identify what the program's goals were for the current fiscal year (i.e., the fiscal year that just ended) and the degree to which those goals were accomplished, as well as the program's goals for the next fiscal year.
[DOE O 151.1C, Att. 2, 7.c]

The Manager, Emergency Preparedness, shall submit initial or updated emergency planning and preparedness activities information, as prescribed by DOE Headquarters, to DOE/RL by September 30 each year, or as otherwise directed by DOE/RL, for review and inclusion in the consolidated ERAP.

4.0 FORMS

None

5.0 RECORD IDENTIFICATION

None

6.0 SOURCES

6.1 Requirements

29 CFR 1910.38, *Emergency Action Plans*
29 CFR 1910.120(q), *Emergency Response Program To Hazardous Substance Releases*
40 CFR 112, *Oil Pollution Prevention*
40 CFR 761, *Toxic Substances Control Act*
29 U.S.C. 654(a), *OSH, Duties Of Employers And Employees*
42 U.S.C. 7412(r), *Clean Air Act*
ANSI/ANS-8.23-2007, *Nuclear Criticality Accident Emergency Planning and Response*
CRD O 151.1C, *Comprehensive Emergency Management System*
CRD O 226.1A, *Supplement Rev. 0, Implementation of Department of Energy Oversight Policy*
CRD O 426.2, *Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities*
DOE G 151.1-3, *Programmatic Elements Emergency Management Guide*
DOE/RL-94-02, *Hanford Emergency Management Plan*
DOE/RL-2001-0036, *Hanford Sitewide Transportation Safety Document*
DOE-0223, RLEP 1.1, *Hanford Incident Command System and Event Recognition and Classification*
DOE-0223, RLEP 2.0, *Hanford Emergency Operations Center (Volume 2)*
DOE-0223, RLEP 3.12, *On-Call Duties*
DOE-0223, RLEP 3.21, *Emergency Action Levels*
DOE-0223, RLEP 3.22, *Emergency Planning Hazards Assessments*
DOE-0223, RLEP 3.29, *Emergency Management Assessment Program*
DOE-0223, RLEP 3.4, *Event Termination, Reentry, and Recovery*
DOE-0223, RLEP 3.8, *Protective Actions*
HF RCRA Permit WA780008967

6.2 References

CPCC-MP-TQ-011, *Central Plateau Cleanup Company Qualification and Training Plan*
CPCC-MP-QA-599, *Quality Assurance Program*
CPCC-PRO-EM-058, *Event Initial Investigation and Critique Meeting Process*
CPCC-PRO-EM-060, *Reporting Occurrences and Processing Operations Information*
CPCC-PRO-EM-40317, *Operational Drill Program*
CPCC-PRO-EM-40325, *Radiological/Chemical Hazard Event Response*
CPCC-PRO-EM-40349, *Emergency Preparedness Drill Program*
CPCC-PRO-EM-40360, *Building Emergency Plans and Facility Response Plans*
CPCC-PRO-EN-440, *Engineering Document Change*
CPCC-PRO-EN-10337, *Post-Natural Phenomena Hazard Building Inspections*
CPCC-PRO-HR-042, *Fitness for Duty*
CPCC-PRO-IRM-184, *Information Protection and Clearance*
CPCC-PRO-IRM-8310, *Document Control Processes*
CPCC-PRO-MS-067, *Lessons Learned*
CPCC-PRO-MS-589, *Central Plateau Cleanup Company Procedures*
CPCC-PRO-QA-052, *Issues Management*
CPCC-PRO-QA-246, *Management Assessment*
CPCC-PRO-QA-9662, *Independent Assessment Process*
CPCC-PRO-TQ-179, *Obtaining Training Equivalencies, Waivers, and Extensions*
CPCC-PRO-WKM-14047, *Pre-Job Briefings and Post-Job Reviews*
CPCC-STD-EM-54759, *Hazards Surveys and Emergency Planning Hazards Assessments*
CPCC-STD-MS-40241, *Central Plateau Cleanup Company Procedures Standards*
DOE O 151.1C, *Comprehensive Emergency Management System*

6.3 Bases

CPCC-PRO-EP-15333, *Environmental Protection Processes*

Appendix A - Glossary of Terms and Definitions

Term	*Definition*
Emergency Preparedness Drill	Emergency preparedness drills involve designated facility emergency response personnel and the ICS, and are often conducted as an evaluated activity. The purpose of emergency preparedness drills is to support proficiency and readiness to respond to events that could result in an abnormal event, Base Program Operational Emergency, or Hazardous Material Operational Emergency that impacts the continuation of operations within and outside facilities or areas. An emergency preparedness drill may be conducted as a tabletop drill, walk-through (coached) drill, or evaluated drill.
Full-up Emergency Preparedness drill	Full-up drills involve designated facility emergency response personnel, support from outside organizations, activation of the ICS, and are often conducted as an evaluated activity. The purpose of Full-up drills is to support FERO proficiency and readiness to respond to actual events that could result in a Hazardous Material Operational Emergency.
Full-up Operational Drill	Full-up operational drills are larger operational drills (by participation) involving response by several personnel and may encompass other onsite resources. These drills are required to be conducted by qualified EPCs because of the expanded response organization participation.
General Purpose Facility	An onsite building or facility that contains no hazardous materials in excess of any regulatory quantities that require emergency preparedness planning. The governing requirement for such facilities is 29 CFR 1910.38, which means that facilities where personnel are evacuated from the danger area when an emergency occurs, and are not permitted to assist in handling the emergency, are exempt from 29 CFR 1910.120 requirements. DOE O 151.1C Operational Emergency Base Program requirements apply to onsite general purpose facilities.
Hazardous Facility	A facility that contains hazardous materials capable of generating an Alert, Site Area Emergency, or General Emergency, requiring the establishment of an Operational Emergency Hazardous Material Program. DOE O 151.1C Operational Emergency Hazardous Material Program requirements apply to hazardous facilities.
Limited Scope Drill	Limited scope drills (e.g., ICP Limited, Event-Scene Limited, BED/BW On-Call) involve specific functions of the emergency response organization and can be designed for proficiency training or assessment of performance.

Appendix A – (Cont.)

Term	*Definition*
Low-Hazards Facility	A facility that contains hazardous materials, but does not, based upon a hazards survey and hazards analysis, require the establishment of an Operational Emergency Hazardous Material Program per DOE O 151.1C. Low-hazards facilities are typically subject to requirements dictating the preparation of ES&H-related emergency preparedness plans/procedures, which include, but are not limited to, RCRA, CERCLA, TSCA, and OSHA requirements. DOE O 151.1C Operational Emergency Base Program requirements apply to low-hazards facilities.
No-Notice Drill	A drill conducted without prior notification to the drill participants in order to evaluate their *ad hoc* responses. No-notice drills require implementation of adequate drill controls, such as precautions, limitations, simulations, and trained controllers staged at appropriate locations. Not to be confused with No-Notice Exercise which is performed by DOE.
Operational Drill	Operational drills focus on an event that can be mitigated through the use of plant response procedures and allows for the demonstration of non-emergency notifications. These drills may be run for small groups of people with no outside assistance (limited-scope drills) or encompass other onsite resources (full-up drills). These drills may include elements or aspects of an emergency preparedness drill, or may provide a training platform for events not covered by emergency preparedness drills. Operational drills include full-up, limited scope, and tabletop operational drills.
Proficiency	A degree of mastery of knowledge and skills that allows an individual to function independently in the performance of those skills. Proficiency is achieved through study and practice, and measured against established performance criteria.
Protective Action Drill	Protective action drills focus upon employee safety to ensure that facility personnel are knowledgeable of response to alarms, including take cover and evacuation alarms
Table Top Drill	Tabletop drills are conducted in a classroom setting and are usually established to provide experience to participants in following the procedures and practicing communication strategies prior to or as a result of performing drills or exercises. Tabletop drills may be used to review and/or validate emergency response procedures, abnormal operating procedures, and alarm response procedures. Table Top drills may also be used for qualification or proficiency purposes at the discretion of the Director of Emergency Preparedness.

Appendix A – (Cont.)

Term	*Definition*
Walk-through (Coached) drill	Walk-through (coached) drills are hands-on drills conducted for training purposes that involve controller interaction with players as coaches or instructors. Walk-through (coached) drills are generally used for drills leading up to FERO qualification drills, introducing new processes and procedures, or for training drills to focus on needed areas of improvement and lessons learned. Portions of an evaluated drill may be coached and designated as such in the drill package. Coached portions of the drill shall not be used for FERO member proficiency demonstration.

Appendix B - Acronyms

BED	Building Emergency Director
BEP	Building Emergency Plan
BPOE	Base Program Operational Emergency
BW	Building Warden
CBT	Computer-Based Training
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CFR	Code of Federal Regulations
CPCC	Central Plateau Remediation Contract
CPCCo	Central Plateau Cleanup Company
CPR	Cardio Pulmonary Resuscitation
CRD	Contractor Requirements Document
DOE	U.S. Department of Energy
DSA	Documented Safety Analysis
EAL	Emergency Action Level
EOC	Emergency Operations Center
EPAP	Emergency Preparedness Administrative Procedure
EPHA	Emergency Planning Hazards Assessment
ERAP	Emergency Readiness Assurance Plan
ERO	Emergency Response Organization
ES&H	Environment, Safety, and Health
FEHIC	Facility Emergency and Hazard Information Checklist
FERIB	Facility Emergency Response Information Board
FERO	Facility Emergency Response Organization
FOS	Facility Operations Specialist
FRP	Facility Response Plan
FSAM	Facility Staging Area Manager
HAZWOPER	Hazardous Waste Operations and Emergency Response
HFD	Hanford Fire Department
HGET	Hanford General Employee Training
HMIS	Hanford Mission Integration Solutions, LLC
HMOE	Hazardous Material Operational Emergency

Appendix B – (Cont.)

HOHS	Hanford Occupational Health Services
HSEAS	Hanford Site Emergency Alerting System
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
ORP	DOE Office of River Protection
OSHA	Occupational Health and Safety Administration
PAA	Personnel Accountability Aide
PNNL	Pacific Northwest National Laboratory
PNSO	DOE Pacific Northwest Site Office
POC	Patrol Operations Center
PPE	Personal Protective Equipment
RCRA	Resource Conservation and Recovery Act
RL	DOE Richland Operations Office
SAM	Staging Area Manager
SAT	Systematic Approach to Training
SCBA	Self-Contained Breathing Apparatus
SPCC	Spill Prevention, Control, and Countermeasures
SSHASP	Site-Specific Health and Safety Plan
TEPP	Transportation Emergency Preparedness Program
TSCA	Toxic Substances Control Act
TSD	Treatment, Storage and Disposal
WAC	Washington Administrative Code